

MAILING MATRIX GUIDELINES

A mailing matrix must conform to the following guidelines:

- ◆ A mailing matrix consists of eight or nine creditors per page with their complete addresses, clearly typed, left justified and centered in a single column down the middle of one side of an 8 ½" X 11" sheet of paper.
- ◆ The mailing matrix must be typed on blank, white, 20 lb. paper. Do not use textured, onion skin, or colored paper. This will cause our scanner to misread information. The paper should not have any stray lines, staples, or holes.
- ◆ A "List of Creditors Matrix" cover sheet should accompany each mailing matrix submitted. This cover sheet should not be attached or stapled to the mailing matrix. These pages should not be hole punched.
- ◆ Creditor Matrix Lists must be typed in one of the following standard typefaces or font styles: Courier 10 pitch or 12 pitch on a word processor; Prestige Elite 12 pitch; Letter Gothic 10 pitch on a typewriter. To ensure the scanner can read the matrix, it must be printed from a laser quality printer or typewriter.
- ◆ Each creditor's address must be single-spaced. Triple-spaced between each address. A margin of at least one inch should appear at the top and bottom of each page.
- ◆ Each creditor's address must consist of no more than five total lines, including the creditor's name, street address, city, state and zip code. No account numbers should be included on the matrix.
- ◆ The city, state and zip code must all appear together on the final line of each creditor's address. The zip code should never be dropped down to a separate line. No other lines of address information should appear after the city, state and zip code line.
- ◆ Commas must be placed between the city and state in the address.

- ◆ All state names must be abbreviated, in capital letters, as delineated by the United States Postal Service. Each state must have a two letter abbreviation code - No Period Following.
- ◆ Creditor addresses should never be printed in all capital letters. The standardized English format is preferred; i.e. first letters of proper names are capitalized, all others are in lower case.
- ◆ Do Not include the debtors' or debtors' attorney's addresses on the mailing matrix as this information is added to the BANCAP system when the case is opened.
- ◆ Do Not include any taxing authorities unless monies are owed. This information is mailed separately by the court.
- ◆ Do Not two-hole punch or staple the mailing matrix. This will cause the scanner to misread the address.
- ◆ The "Amended Matrix" should conform to all of the aforementioned guidelines, with one additional provision; in order to avoid needless duplication, the "Amended Matrix" must include only the creditors not appearing on the previously filed list or lists. Similarly, an amended matrix should include only the address or addresses actually being amended.
- ◆ Adherence to these guidelines will greatly enhance the speed and efficiency with which the Bankruptcy Court scans, edits, prints, and completes its noticing. On the reverse side of this page is an example of a Perfect Mailing Matrix.